

Report for Week Ending 16 March 1959
From
RECORDS CENTER

During the week the following accessions were made:

COMPT	78 cu ft
OCR	34 " "
OCI	1 " "
OL	1 " "
PERSONNEL	4 " "
PIC	23 " "
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Sub-Total:	141 cu ft
Finished Intelligence	54 " "
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Total :	195 cu ft

Map Negatives	1,458 cu ft
Records Holdings	29,495 " "
Distribution Material Holdings	12,003 " "
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Total :	42,956 cu ft

Distribution Material Disposed of at Center	13 cu ft
Distribution Material Transferred from Center	0
Records Disposed of at Center	111 " "
Records Transferred from Center	4 " "
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Total :	128 cu ft

Accessioning and Disposal

OCR/GR has expressed a need for a special size box to retire their 35 mm movie film in. Arrangements have been made with to fabricate a 10 x 12 x 12 cardboard container that will satisfy their need.

25X1

A total of 70 cubic feet of records were actually destroyed by burning. This leaves a new total of 996 cubic feet in the disposal area.

Reference

The inventorying and shelving of map negatives has been completed. No space was saved, but reference time should be cut in half since they are now more accessible.

News

The Center was called upon to assist the OTR movie making crew by providing unclassified records to use as props in a management film they are making.

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Requests have been forwarded to OCR/CTSC to appoint the Chief, Records Center as an Area Top Secret Control Officer, and all other Records Center employees as alternates.

25X1 The OCI Security Office has been requested to clear [] and [] This clearance will permit them to have access to the OCI grilled area.

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Visitors

25X1

[] MS/RMS

[]

25X1

Chief, Records Center